

Arizona Health Disparities Center
Healthy Arizona Project
Advisory Board
July 14, 2011
9:30AM – 11:30AM
St. Luke's Health Initiatives Conference Room
2929 North Central Avenue, Suite 1550
Phoenix, Arizona 85012

Attendees: Doug Hirano, Najla Bryant, Kerrin Kleinschmidt, Zeenat Mahal, Melanie Mitros, Zipatly Mendoza, Hong Chartrand, Anna Alonzo, Christy Zavala

Absent: Elizabeth Ortiz de Valdez, Aphreikah Duhaney

Call to Order

Zeenat Mahal, board chair, opened the meeting with introductions

Anna Alonzo was hired at the new REACH Program Manager effective July 5th. She has a background in public health and worked for the AHCCCS director's office for over 15 years where she held the positions of Public Information Officer, Client Advocate, Equal Opportunity/Affirmative Action Officer and Community Relations Director. Anna also implemented and managed the Minority and Woman-Owned Subcontracting Program for the City of Phoenix City Manager's office. She held the position of Chief Operating Officer for Mountain Park Health Center and recently managed the Medical Services Project and Reach Out and Read Arizona Program for the Arizona Chapter of the American Academy of Pediatrics.

Review meeting meetings

The May meeting minutes were reviewed by board members. Doug requested that the word "right" be changed to "White" for Ryan White Care act on page one. Doug then motioned that the minutes be approved with the requested changes. Najla Bryant seconded the motion and all members agreed. The minutes were approved.

Old business

Guiding Principles

Guiding Principles/Assumptions were reviewed. Doug had the following suggestions:

- Removing the word "targeted" in bullet two. The word "targeted" was also removed from bullets four and five.
- Add the word "economic" under the second bullet point
- Add the term "enhanced health equity"
- Grammatical changes were also made to bullet four
- The acronym CCO was spelled out in bullet five (Central Coordinating Organization)

A motion was made by Doug to approve the Guiding Principles and Assumptions with the noted changes. The motion was seconded by Najla and all agreed. The motion was passed.

Results and Discussion of Readiness Assessment

Hong reviewed the results of the Readiness Assessment that had been previously completed by the REACH Advisory Board members. Hong stated that the results were expected, given the fact that the REACH Advisory Board has only met three times. It is anticipated that results will improve with the recent hiring of the Program Manager. The assessment will be completed again in six months to provide a comparison to the current one. The results of the current assessment were also sent to the CDC project officer.

Revisit By-laws

Hong stated that in the event that neither the Chair nor Vice-Chair would be available to run a meeting, it would be necessary for them to appoint another REACH Board member beforehand to run the meeting. This clause was not included in the original By-law (Article IV). This language will be added to the By-laws.

Board members are allowed to attend the meeting via teleconference. However, the Board member who is running the meeting cannot run the meeting via teleconference. This language will be added to the By-laws.

A section is also needed in the By-laws that describe the “Role of the Officers.” The section could be included under “Officers” under Article III – Section 5. Examples of the Officer roles include:

- Conduct Healthy Arizona Project Advisory Board meetings
- Meet with the Healthy Arizona Project Program Manager on a regular basis
- Provide letters of support/endorsement when needed
- Meet with Centers for Disease Control officials on behalf of the board
- Serve as a spoken person for the project, such as community and media events

This language will be revised before the next meeting and reviewed by board members via email using track changes.

10:21AM – Overview of the REACH work plan and logic model

Hong reviewed the current Community Action Plan. Zeenat suggested that we try to partner with the Arizona Diabetes Program to avoid overlap and to efficiently utilize resources. There were no revisions to the Community Action Plan – with the exception of removing the word “targeted.”

There was a discussion on the concept of “Community Team.” It was clarified that this term means the following: A team of community members that supports the project and helps with the identification of vision and values.

We are behind on the identification of the Community Team members and need the support from the advisory board members to identify them. Anna will be working with them to move forward in this area.

Melanie Mitros offered to send the PowerPoint presentation from Mobilizing Communities to Reduce Disparities (MCRD) which has groups and organizations broken down already.

Anna will draft a letter to invite potential Community Team members to participate in REACH. The letter will be sent to board members for review and approval.

Visioning Process

Zipatly mentioned that the main area that we need to focus on now is moving forward with the Visioning Process. Visioning, the second phase of the MAPP, guides the community through a collaborative, creative process that leads to a shared community vision and common values. Vision and value statements provide focus, purpose, and direction to the MAPP process so that participants collectively achieve a shared vision of the future. Because visioning is done at the beginning of the MAPP process, it offers a useful mechanism for convening the community and building enthusiasm for the process, setting the stage for planning, and providing a common frame work throughout future stages of the MAPP process.

Zeenat suggested that we need to bring flip charts to the next meeting to better plan out where we are. REACH program staff will draft questions which will then be sent to board members prior to the next meeting.

The REACH Logic Model was also distributed to the advisory board members. Due to the lack of sufficient time, it will be sent out by email to board members prior to the next board meeting for review and feedback.

Web site Update

The AZ Health Disparities web site does not have an “Az Health Communities Program” web site link. However, the current “Healthy Communities” web page will be revised to highlight and focus on the REACH program. Board members suggested that the following topics be included on the REACH web page:

Description of the REACH program
Minutes, reports and agendas
Advisory board bios and names – Group picture
List of Partner organizations
Results of MAPP processes such as the Vision Statement
Current REACH communities (look at CDC’s web sites for ideas)
Progress report – put executive summary of report on web site
Resource Library

Announcements

The following announcements were made:

- Carlene Graham, the CDC REACH Project Officer will be conducting a site visit on August 9th – August 10th. She will be meeting REACH and ADHS staff and community partners on August 10th. Charlene will also attend the REACH Board meeting on August 11th.
- Melanie informed the group that on August 22, 23, 29 and 30th Tomando Control de su Salud (CDSMP Spanish training) registration will be open. The ideal trainer is a peer who is

bilingual and comfortable speaking in front of people; ideally they would come as a group or on behalf of an organization.

- Kerrin stated that the American Heart Association is currently looking to hire a part-time bilingual health equity director for their Stroke Program. A link to the job announcement will be sent out to the REACH staff.
- REACH staff will follow up with the Mr. Johnson from the Attorney General's Office concerning a question about language access. Specifically, we need guidance on what our responsibilities are when non-English speaking people attend our meetings. Do they have a right to an interpreter?

Call to the Public

There were representatives from the public at this meeting.

Future Agenda Topics

The following were suggested at Agenda items for the August 11, 2011 meeting:

- Call to Order
 - Welcome and Introductions
 - Project Officer Introduction and CDC's expectations
- Unfinished Business
 - By-laws
 - Review Logic Model
 - Report on Progress Made (Project Timeline/Action Plan/Dashboard)
- Planning Visioning Process (1 hour)
- Announcements
- Call to the Public
- Adjourn

Meeting Adjourn

The meeting adjourned

The next meeting will be held:
August 11, 2011
9:30 – 11:30 am
American Heart Association
2929 South 48th Street
Tempe, AZ 85282
Direct: 602-414-5344

at 11:34.